

# CEA



## CAREER EXECUTIVE ASSIGNMENT

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### EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF STAFF DEVELOPMENT & WORKFORCE PLANNING
LEVEL	CEA 2 (Salary Range \$7815-8616)
FINAL FILING DATE	MAY 28, 2008

### DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration & Information Technology, the incumbent is responsible for the developing and implementing policies over the Department's Staff Development & Workforce Planning.

- Develops and implements policies for the Department's staff development and workforce planning programs. Plans, organizes, and directs the staff development activities statewide in collaboration with the districts, divisions and programs training. Provides policy direction on the management of large expenditures for contracted training and general vendors.
- Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies and performance measures.
- Develops and implements the Department's Strategic Objectives and commitment "to continue to build a talented and diverse team and to strengthen ties with our partners". Identify, assess, develop and implement policies to build programs.

Identifies issues/needs, conducts independent research and formulates recommendations on the pros/cons of recommended actions.

- Implements policy decisions regarding staff development and workforce issues that will impact the Department. Implements policies for the Division to ensure that all staff development programs meet the goals of the Department.
- Implements critical strategic policies and evaluates performance measures and business plans.
- Directs key organizational changes and opportunities for improvement of business processes. Responsible for succession plan in the department including management and executive training and development.
- Directs and implements a comprehensive measurement system of improvements which include: internal consulting to management on issues related to quality management; in house staff development system of support for continuous improvement teams, leadership development and managing change in the Department; and creates processes that encourage the use of employee suggestions to improve services to our internal and external customers.
- Advises the Director/Chief Deputy Director, other Departmental managers and other governmental agencies and policy bodies affected by Department administrative decisions on key events and on changes proposed for goals, objectives, policies, regulations, standards, plans, actions, and legislation regarding the Program's responsibilities.
- Advises the Deputy Director on the full range of issues related to the staff development and workforce planning programs.

#### MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

#### DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager II, Senior Transportation Planner level or higher which developed the following qualifications:

- Demonstrated knowledge in managing the application of state and federal laws and regulations relative to the staff development & strategic planning of the Department.
- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Demonstrated ability in the management of large budgets; administration of large organizations; and setting performance measures to assure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in staff development & strategic planning matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and maintain performance measures.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

## EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. If interviews are conducted, only the top candidates will be interviewed. Each candidate shall be notified in writing of the examination result.

## SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
  - List degrees obtained and dates received.
  - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
  - List state and federal resource agencies.
  - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Staff Services Manager II, Senior Transportation Planner level or higher.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

FILING INSTRUCTIONS
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All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation  
Division of Human Resources, ATTN: Patti Oshita, MS 90  
Farmers Market III, 6<sup>th</sup> Floor, P.O. Box 168037  
Sacramento, CA 95816-8037

Or via email: [mailto:Patti\\_Oshita@dot.ca.gov](mailto:Patti_Oshita@dot.ca.gov)

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on May 28, 2008. Interagency mail received after this date will not be accepted.

Application packets may be emailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.